



CITY OF LONG BEACH EMPLOYMENT OPPORTUNITY

Community Program Specialist III (Permanent Part- Time*/Unclassified)
Early Childhood Education Coordinator -- Policy, Planning and Prevention Bureau
\$27.503 - \$37.384 per hour
DEPARTMENT OF HEALTH & HUMAN SERVICES

POSITION:

The Department of Health and Human Services is recruiting for a part-time Community Program Specialist III to work as the Early Childhood Education Coordinator in the Policy, Planning and Prevention Bureau. Reporting to the Nursing Division Manager, this person's primary duties are to organize and support existing citywide efforts to address and improve the City's capacity for quality child care. This position will work 20 hours a week out of the Main Health Department Headquarters, located at 2525 Grand Avenue in Long Beach.



EXAMPLES OF DUTIES:

- Creating effective strategies for marketing and communicating early childhood education goals.
- Collaborating with an array of City and community groups and agencies to ensure that programming for early childhood users is in place.
- Serving as the City liaison to the Long Beach Early Childhood Education Committee.
- Supporting the Long Beach Early Childhood Education Committee in collaboration with organizations to increase opportunities for professional development for caregivers of young children.
- Promoting school readiness for children ages 0-5.
- Gathering information and data on gaps in knowledge and services for early education by conducting community surveys; developing and implementing strategies to address identified concerns.
- Facilitating, coordinating and providing oral presentations to businesses, community organizations, families and caregivers to promote early learning and to explain existing services and programs.
- Conducting a variety of studies; developing, compiling and analyzing statistical data; maintaining records and preparing reports.
- Assisting in developing and implementing training regarding effective early childhood education programming for the Health Department, Library, Parks, Recreation and Marine and other appropriate City Departments.

EXAMPLES OF DUTIES (cont.):

- Providing related data, information, reports and deliverables to the appropriate City officials.
- Attending meetings and trainings as necessary.
- Performs other related duties as required.

QUALIFICATIONS:

- A Bachelor's degree in public policy, social work, early childhood education, public administration or a related field is required. A Master's degree is preferred.
- Four years of professional experience in support of community and coalition building, developing childhood education programs or program management.
- A valid California motor vehicle license.

SUCCESSFUL CANDIDATE WILL DEMONSTRATE:

- Ability to work independently demonstrating a drive to complete work without expectations of monitoring;
- Ability to remain resourceful and creative when tackling work.
- Ability to analyze a wide variety of data and information to identify trends and develop forecasts.
- Ability to understand the importance of keeping appropriate people informed; adjusting the level, style and pace of communication to the audience; preparing effective written communication and reports.

*Permanent part-time employees may be eligible for medical coverage based on hours worked, or have the option to receive in lieu insurance compensation. In Lieu of insurance, employees holding permanent part-time positions will be paid \$440 for every 174.0 hours worked.

APPLICATION PROCESS:

This recruitment will close at 4:30 pm (Pacific Time) on Friday, March 11, 2016. To be considered, please email a letter of interest and resume (please include "CH-Req HE16-037 Early Childhood Education Coordinator" in the email subject line) to:

LBDHHS-JobApplications@longbeach.gov

Resumes will be reviewed for depth and breadth of experience, and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. Applicants who do not meet the minimum requirements will not be considered. (Req HE 16-037)

The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce.

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-4009. Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.